

25X1A9A

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Service

DATE: 2 August 1952

FROM : Chief, Building Maintenance & Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Division during the month of July, 1952.

Volume:

1. Requests for services processed during month of July
- | | |
|--|--------------|
| A. New Requests by memorandum or requisition | 315 |
| B. On hand prior to July | 55 |
| | <u>Total</u> |
| | 370 |

C. Written orders placed with GSA	239
D. Number on hand no action as of 31 July	44
E. On hand 60 days or more and not yet submitted to G.S.A. (Copies attached hereto)	1

2. Funds obligated (This section submitted January, April, July or October)

A. Third Quarter Encumberances	
1. Routine alterations, painting, repairs	\$18,300
2. Special Projects	
a. Renovations (6615)	\$87,310.40
b. Renovations (Other)	1,015.00
	<u>Total</u>
	\$88,325.40
3. Protective Services (GSA Guards)	
a. 159 reimbursable posts	90,196.00
b. 34 non-reimbursable posts	
4. Laborers and Trucks (From GSA)	5,334.00
	<u>Total Funds Obligated</u>
	\$95,530.00

3. Sums paid to GSA during July against orders encumbered in second quarter.

1. Alterations and installations	\$18,910.93
2. Guards	74,928.67
3. Laborers and Trucks	17,583.15
4. Elevator Service	71.10
5. Fireman-Laborers	1,793.81
6. National Security Council	13.55
	<u>\$113,301.21</u>

4. Work Load Status

- A. Number of Requests on which orders have been placed but work has not been completed.

30 days old	112
60 days old	95
90 days old	72
120 days old	46
	<u>Total</u>
	325

BEC:AMJ

*Please check on this
info plus - RLG*

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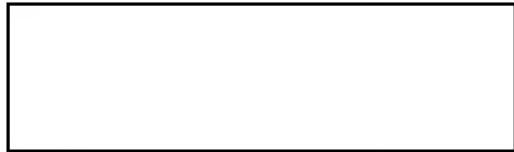
B. Orders submitted to GSA non-reimbursable

In writing	14
Verbal	500
	<u>514</u>

C. Inter-office memorandums 47
Inter-agency letters 12

D. Space moves during July 22
Total personnel moved 97
Man hours by GSA Laborers 768
Estimated cost \$1,480

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Attachments

Note: Ref. to Item 1, E. Request written on this order 4 August.